

Writing for Success Scope and Sequence

Beginning Level 3 Letter Writing

Skills Taught	Lessons							
	1	2	3	4	5	6	7	8
Knowing a sentence is a group of words that tells who or what and what happened	✓	✓	✓		✓			
Knowing a word that tells who names a person	✓	✓	✓		✓			
Knowing a group of words can also tell who and can name people	✓	✓	✓		✓			
Knowing a word that tells what names an animal or thing	✓	✓	✓		✓			
Knowing a group of words can also tell what and names animals or things	✓	✓	✓		✓			
Analyzing a letter of invitation	✓							
Expected audience behavior	✓		✓		✓			✓
Participating in partner activities		✓			✓			✓
Knowing the heading in a letter gives the address of the letter writer and date written	✓	✓	✓	✓	✓	✓	✓	✓
Knowing how to indent a letter heading	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the street, city, state, and month names in a heading start with a capital letter	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a zip code tells the post office where an address is located	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a comma comes between the day and the year in a heading	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a letter begins with a greeting	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the greeting of a letter of invitation, thank-you letter, or friendly letter begins with <i>Dear</i> followed by the name of the person receiving the letter	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the greeting starts at the left margin	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the name of the person receiving the letter begins with a capital letter and is followed by a comma		✓	✓	✓	✓	✓	✓	✓
Knowing the main part of the letter is called the body	✓	✓	✓	✓	✓	✓	✓	✓
Knowing what an indent is and when to use it	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the body of a letter of invitation tells who, what, when, where, and why	✓	✓						
Knowing the closing of a letter of invitation, thank-you letter, or friendly letter uses words such as <i>Your friend</i> , <i>Yours truly</i> , <i>Love</i> , or <i>Sincerely</i>	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the letter writer's signature follows the closing	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the signature is written in cursive	✓	✓	✓	✓	✓	✓	✓	✓
Knowing RSVP means please reply	✓	✓						
Writing a class letter of invitation collaboratively		✓						
Participating in partner activities		✓			✓			✓
Knowing a complete sentence begins with a capital letter and ends with an end mark		✓	✓	✓	✓	✓	✓	✓
Knowing a declarative sentence tells information and ends with a period		✓	✓	✓	✓	✓	✓	✓

Beginning Level 3 Letter Writing

Skills Taught

Lessons

	1	2	3	4	5	6	7	8
Using proofreading marks		✓	✓			✓	✓	
Using a graphic organizer		✓	✓	✓		✓	✓	✓
Knowing what a margin is and how to use it		✓	✓	✓		✓	✓	✓
Analyzing a thank-you letter			✓					
Knowing an interrogative sentence asks a question and ends with a question mark			✓	✓	✓	✓	✓	✓
Knowing the body of a thank-you letter tells the reason for writing, tells about the gift and how it will be used, and says something personal to the gift giver			✓	✓				
Editing a class thank-you letter collaboratively				✓				
Knowing adjectives can tell what kind, how many, or which one				✓	✓	✓	✓	✓
Knowing adjectives can tell more about people, places, or things				✓	✓	✓	✓	✓
Independently writing a thank-you letter				✓				
Analyzing a friendly letter					✓			
Knowing adverbs can tell how, when, or where					✓	✓	✓	✓
Knowing a friendly letter tells a friend or family member some news and asks questions you would like to have answered					✓	✓	✓	✓
Knowing the body of a friendly letter often begins with a question and the reason for writing the letter					✓	✓	✓	✓
Knowing the last part of a friendly letter often asks the letter recipient to write back					✓	✓	✓	✓
Writing a class friendly letter collaboratively						✓		
Knowing the first and last name of a person start with a capital letter						✓	✓	✓
Knowing titles of family members start with a capital letter if the title is used instead of a name (Mom, Grandpa, etc.)						✓	✓	✓
Knowing the title of a relative tells how that person is related to you						✓	✓	✓
Brainstorming						✓	✓	✓
Varying the first word of sentences							✓	✓
Independently writing a friendly letter							✓	✓
Knowing verbs are words that tell about an action								✓
Knowing past-tense verbs tell about an action that happened in the past								✓
Knowing regular past-tense verbs are formed by adding -d or e-d								✓
Knowing irregular past-tense verbs are formed in other ways than by adding -d or e-d								✓
Editing a friendly letter independently								✓
Partner proofreading a friendly letter								✓
Evaluation using a rubric								✓
Publishing and presenting a final draft								✓